



BOB RILEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



JOHN M. HOUSTON
COMMISSIONER

ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: Mental Health Specialist II **NUMBER:** 09-06
JOB CODE: A6000 **DATE:** 10/30/09
SALARY RANGE: 74 (\$39,290.40 - \$59,517.60) **PCQ#:** 8813140; 8813288
8813150; 8812564
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, Alabama 36130-1410

QUALIFICATIONS: Master's degree in a human services field including but not limited to the following disciplines:

Sociology, Speech Education, Rehabilitation, Counseling, Psychology, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, as well as any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs, plus experience (24 months or more) in the intellectual disabilities field.

OR

Bachelor's degree in a human services field including but not limited to the following disciplines:

Sociology, Speech Education, Rehabilitation, Counseling, Psychology, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, as well as any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs, plus considerable experience (48 months or more) in the intellectual disabilities field.

KIND OF WORK: This is highly responsible professional work that assists in linking and providing information to persons, families, agencies and the general public seeking services provided by the Department of Mental Health/Intellectual Disability division. This position will be responsible for gathering initial application information regarding the person seeking services and making referral to the appropriate designated 310 or point of entry for their county. This position will also act as liaison to ensure that the appropriate Regional Community Services office is provided information regarding all persons applying for services in their respective regions. Employees in this class will also provide information and refer persons seeking services that are not provided by DMH/ID, to other appropriate resources. Work is performed on an independent basis with general supervision.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of mental health systems and service delivery. Knowledge of eligibility criteria to enter into the DMH/ID service delivery system. Knowledge of human behaviors and clinical dynamics of persons with an intellectual disability. Ability to plan, organize, and prioritize work activities. Ability to understand and interpret standards, policies, and regulations. Ability to communicate effectively, both orally and in writing.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental health and Mental Retardation Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health and Mental Retardation, P.O. Box 301410, RSA Union Building, 100 North Union Street, Montgomery, Alabama 36130. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the college or university to the personnel office at the above address.

DEADLINE: November 20, 2009